





**Land Area (square miles):**  
40.953      Rank: 35/50

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FACILITIES 	
<b>State Archives Facilities</b> (owned by State of Ohio) Constructed: 1970 Total storage capacity: 35,000 cu. ft. Percent now occupied: 85% Will be full in 5-10 years Major renovation planned Another facility, owned by the state, is also used to store 5% of the holdings. Existing environmental controls (ANSI/NFPA standards): 100% year-round temperature controls 100% year-round humidity controls 100% fire detection 0% fire suppression	<b>State Records Center</b> There is no state-operated records center in Ohio.
SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
<b>Technical assistance provided by State Archives (FY 1994):</b> No. completed               300 (state agencies) 2,500 (local govt officials) No. of agencies served     85 (state agencies) 2,000 (local govt officials) <b>No. of local government units (1992):</b> 88 counties               665 school districts 942 municipalities     521 special districts 1,314 townships	<b>Services to state agencies</b> Consultation/advice Labor in agencies (inventorying, processing, conservation) <b>Services to local governments:</b> Training and consultation Publications Micrographics Labor in agencies (inventorying, processing, conservation) State Archives may accept original records from local governments as a repository of last resort.
MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
There are no centralized micrographic services in Ohio state government. State Archives films record series, works with state agencies to provide research copies, and stores security microfilm for state and local government agencies.	<b>Preservation activities by State Archives (FY 1994)</b> 4,000 sheets cleaned and deacidified 2,000 sheets mended and encapsulated 1,200 volumes repaired State Archives has a written preservation plan and a written disaster plan. Ohio Historical Society has a preservation officer and employs 2 trained, full-time conservators. The State of Ohio has a statewide preservation plan in which OHS participates.
AUTOMATED APPLICATIONS 	
<b>OHS uses automation applications for the following:</b> Finding aids Accessioning Inventory control Correspondence Bookkeeping Publications	<b>Electronic Mail</b> State Archives can communicate with others via the Internet using the State Library of Ohio's system (winslo). NASIRE reports that the government-wide e-mail system is very active; e-mail is available on a number of platforms. A government-wide directory is under development.

**ELECTRONIC RECORDS****Electronic Records Program Initiated**

The Archives/Library Division of the Ohio Historical Society began an electronic records initiative, the primary objective of which is to develop a program leading toward the identification and permanent retention of historically valuable government documents generated and maintained in machine-readable format by agencies, offices, and departments of the State of Ohio. Initial activities during the year included evaluating the current electronic records management programs of 24 state agencies, with emphasis placed on the Department of Education and the Bureau of Vital

Statistics. Both agencies have agreed to participate with the Ohio Historical Society in a 2-year project entitled "Establishing the Ohio Electronic Records Archives."

**Electronic Records in Colleges and Universities**

A 2-day planning conference funded by NHPRC and held under the auspices of the Ohio State University addressed the issue of electronic records generated in college and university settings. The conference is the first in a series of cooperative steps that will lead to the development of a model electronic records management program for institutions of higher education throughout the State of Ohio.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1985 statute  
Includes e-mail and electronic records.

**Public's right to access to government records**

provided in statute.

**Restrictions to specific classes of records**

provided, no time limits set.

**Permanent paper standards**

None

**Optical imaging standards**

None

**Admissibility of microfilm**

1985 statute

**Admissibility of optical images**

1985 statute

**Admissibility of electronic records**

1985 statute

**Theft/defacement of a public record**

None

**Replevin**

1985 statute

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

No formal IRM structure in Ohio state government

**Information Policy Coordination**

No formal Information Policy structure in Ohio state government

**Government Information Locator Service**

No activity reported

**Electronic Access to Government Information and Services**

NASIRE and NGA reports contain little information on activity in Ohio.

State Library of Ohio

<http://winslo.ohio.gov/>

Geographically Referenced Information Program  
[gopher://europa.odn.ohio.gov/](http://gopher://europa.odn.ohio.gov/)

**SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS****State Archives Descriptions Entered in OCLC**

Staff of the Ohio Historical Society began cataloging the nearly 3,500 record series which make up the State Archives of Ohio and adding the resulting machine-readable bibliographic entries to the OCLC database. This major cataloging initiative, funded by a state capital appropriation, is part of the historical society's ongoing effort to facilitate access to the public records of Ohio and is scheduled to be completed by the end of the century. The first entries added to OCLC describe record series created by the Adjutant General of Ohio. Work also continued on a long-term guide project, the chief objective of which is to index and to describe in detail Civil War collections held by the society.

**Open Records Legislation Introduced**

Another attempt to revise and expand the scope of Ohio's public records law took wing with the introduction of Senate Bill 36 and House Bill 46. Both address several contentious and unresolved matters related to access, copying fees, and response-time parameters governing duplication requests. A subcommittee of the Ohio Senate began hearings in July 1995. The open records legislation is supported by the Ohio Newspaper Association and a variety of citizens' groups. Elected public officials, particularly those serving at the county and local level, have expressed reservations, fearing that the proposed measure, if enacted, will have a negative impact on the daily operation of their offices. Similar reform efforts in recent sessions of the Ohio General Assembly drew heavy fire and quickly foundered.

contd.

## Special Projects and Program Highlights, cont.

### Supreme Court Records Management Task Force

The Ohio Supreme Court Records Management Task Force, on which the Ohio Historical Society is actively serving, began deliberations. This investigative panel, which the high court formed earlier in the year, is charged with reviewing current recordkeeping practices in the state's judicial system and making recommendations that will promote greater efficiencies in the administration of court documents.

### World Wide Web Home Page

Staff of the Archives/Library Division of the Ohio Historical Society constructed a home page for the society on the World Wide Web. Currently composed of some 100 screens, the home page focuses on society activities and the programs and resources of the State Archives of Ohio.

## SHRAB ACTIVITIES



### The Ohio 2003 Plan

The Ohio Historical Records Advisory Board (OHRAB) completed *The Ohio 2003 Plan*, a "statement of priorities and preferred approaches" designed to facilitate the preservation and encourage wider use of Ohio's documentary heritage. The Statewide Preservation Planning Committee adopted *To Outwit Time*, a preservation action agenda which suggests a

cooperative, statewide strategy to deal with the variety of preservation issues facing archives and libraries throughout Ohio. The Archives/Library Division of the Ohio Historical Society coordinated the joint publication of *The Ohio 2003 Plan* and *To Outwit Time*. Grants from NEH and NHPRC made the coordinated planning efforts possible. The OHRAB will implement both plans.

## FOR FURTHER INFORMATION



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### Records Management

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## Notes

### Program elements included in Archives budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Ohio budget and personnel figures also cover

- service to local governments
- preservation microfilming,
- records preservation

State Records Management is not included.

### Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Stephen Gutgesell, Head, Library Services Dept., Ohio Historical Society 1892 Velma Avenue, Columbus, OH 43211. Telephone: (614) 297-2510.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.